

Instructions for accessing The SCCJA Officer Portal

1. If you have not already requested access to the Acadis portal do so now by filling out the Acadis Portal access form. This form can be found [here](#).
2. Once you get the password that was emailed to the e-mail address that you provided on the form click on the “The ACADIS Portal”
3. That link will take you to the Acadis Login screen
4. Use the e-mail address that you provided in the user name field and the password that was emailed to you in the password field. On first login you will be required to change your password.
5. When you login you will see your information. Please verify this information FIRST. Then as a training officer you can verify your other staff. If you find errors, such as people no longer employed, or people that are employed but not showing up or not in your department's data, please fill out a [data correction form](#) and follow the instructions found on that form.
6. If you have any questions please call Mark Thomas @ (803)896-7739 or you can email questions to him at MAThomas@sccja.sc.gov